



Missouri Department of Elementary and Secondary Education

— *Making a positive difference through education and service* —

August 2008

TO: Authorized Representative – Special Milk Program

FROM: Karen Wooton, Director, School Food Services Section

RE: School Year 2008-2009

Enclosed is the Policy Statement for schools that elect to offer free milk.

The Secretary of Agriculture has announced the reimbursement rates for the **Special Milk Program** for School Year 2008-2009.

Paid	\$.1825
Free	Average cost per ½ pint

Only schools not participating in the school lunch or breakfast programs and split-session prekindergarten or split-session kindergarten classes that do not have access to school meals are eligible to participate in the Special Milk Program. The charge to children per one-half pint should be set at a level so that the charge to the child, plus the reimbursement, does not exceed the dairy cost by more than 9 cents. Schools are not required to serve milk free to needy children.

Listed below are some helpful guidelines for counting milk claimed for reimbursement:

1. Milk claimed **must be counted** at the **point of service**.
2. **DO NOT** use dairy invoices to arrive at the number of ½ pints served to children.
3. Count and claim milk that is served to students. We cannot reimburse for milk served to adults.

The Regular Term Application Agreement for School Year 2008-2009 is now available for you to renew. All public and nonpublic Local Education Agencies (LEAs) must renew the Regular School Term Application Agreement via the Web. Please review Parts 1 through 13 and make changes as needed. Complete the Building List and the Building DATA and then submit the Application Agreement.

LEAs will submit monthly claims, via the Web, by Meal Count Center. A Meal Count Center is a building where students are served the ½ pints of milk. For most of you, school building and Meal Count Center will be synonymous but there are situations where students attend school in one building and receive the milk in another building. For example, an LEA that has grades K-12 in one building is classified by DESE as two buildings: high school and elementary school. It will be necessary for those LEAs to establish either the high school or the elementary school as the Meal Count Center.

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Whoever the LEA designated as the Authorized Representative is the only person that can submit the monthly claim for reimbursement. Because claims will be submitted without signatures, there will be a statement on the claims attesting to the accuracy of the information. By having the Authorized Representative submit the claims, they will be attesting that the count of ½ pints is correct. After submission, if the claims need to be amended, persons assigned to Data Entry, Submit, and Authorized Representative roles may create the amendments. Persons assigned to Submit and Authorized Representative roles are the only ones that can submit amendments.

If you have any problems/questions regarding your User ID or password, please e-mail: (webreplyafsit@dese.mo.gov). This Web address can also be accessed on the DESE Web Application Login Page.

All other problems/questions concerning School Food Services Section are to be e-mailed to: (webreplyadmfo@dese.mo.gov). This Web address can be accessed on School Food Services Child Nutrition Programs welcome page.

**Please include your LEA Agreement Number and your name
on all e-mail correspondence.**

Our very best wishes for a successful year in the operation of your Special Milk Program. Please call if we can be of assistance.

Enclosures